



PROGRAM SPONSOR ALERT

Date: July 1, 2010

Number: 10-14

Subject: Recommendations that must be submitted through a paper application, rather than the online process, at this time.

Summary

The Certification Division has released information that specific educator preparation programs must, at this time, submit recommendations for credentials by sending paper application materials to the Commission. The candidate will receive a ***Letter of Eligibility*** if the application is received and processed prior to the implementation of the new authorization codes into the Commission's credential database.

Background

The Commission's electronic credential submission and processing codes are being updated to address recent changes in legislation, standards, and authorizations. The update process has not been completed. Therefore, the following credentials or authorizations, if the application is received prior to the system change and code implementation, must be submitted through a paper application process and may result in a Letter of Eligibility being issued to an educator:

- American Indian Languages
- Added Authorizations for Special Education
 - o Autism Spectrum Disorders
 - o Deaf-Blind
 - o Emotional Disturbance
 - o Orthopedically Impairment
 - o Other Health Impairment
 - o Traumatic Brain Injury

- Special Education (new regulations):
 - o Interns
 - o Preliminary
 - o Clear
- Career Technical Education (three-year preliminary)*

It is expected that all the codes for the credentials and authorizations listed above should be available by the end of October 2010. At that time the candidate will no longer receive Letters of Eligibility and the programs will again use the online recommendation system.

Except, the Career Technical Education (three-year preliminary) programs will continue to submit recommendations through paper applications until the completion of the Credential Web Interface Project (CWIP). At this time the expected date for CWIP implementation is in 2012. As the codes become available for each program, additional information will be shared with the field.

References

All references below are in the Credential Information Guide (CIG) and require the CIG user name and password to access. All credential analysts should have the username and password.

Verification of Eligibility: <http://www.ctc.ca.gov/credentials/cig/INFO/temp-submission.html>

Added Authorization in Special Education (41-AASE) Recommendation Form:
<http://www.ctc.ca.gov/credentials/cig/CIG-LEAFLETS/CIG-LEAFLETS/41-AASE.pdf>

Education Specialist ONLY (41-SPED 2010) Recommendation Form:
<http://www.ctc.ca.gov/credentials/cig/CIG-LEAFLETS/CIG-LEAFLETS/41-SPED.pdf>

Contact Information

Please contact the Commission on Teacher Credentialing Information Services Unit by telephone at 1-888-921-2682, Monday through Friday between 12:00 pm to 4:45 pm, or by email at credentials@ctc.ca.gov, if you have question regarding this temporary process.